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ABSTRACT

Intended to be a guide, this book can serve as a handy reference to grammar, usage, and style for the person who needs an easy-to-use, reliable source to answer specific questions about the English language. In clear, concise terms, with lively examples, the new edition of the book provides general usage rules for parts of speech, punctuation, capitalization, abbreviations, numbers, word division, spelling, and commonly confused words. The section on "Style Considerations" includes guidance on sentence patterns, brevity, clarity, and accuracy, as well as gender-inclusive language. The Appendixes include the principal parts of irregular verbs and various verb-preposition combinations, as well as commonly confused words and frequently misspelled words. A correction symbols chart concludes the book. (NKA)

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